Partial Reserve A Chairs
By Students Within One Clinic

- Used by students to make an appointment within one clinic for a shorter duration during the default scheduled time blocks i.e. 9:00 a.m. – 12:00 p.m. or 1:00 p.m. – 5:00 p.m. Approval must be gotten before making a partial chair reservation.
Go to the Scheduler icon and open up in the chair mode for the selected Clinic requested for the appt.
Right click on an available chair to bring up the menu as shown and click on Reserve Partial Session for...
The chair requested time shown will list either 9:00 a.m. – 12:00 p.m. or 1:00 p.m. – 5:00 p.m. To reserve the partial time on this chair change the from and to time to accommodate the appointment. Then click OK. The chair will turn yellow with a black bar showing a partial reserve. If the chair was reserved for the entire time the bar would be the length of the box.
For a second appointment in the same chair at a later time by same student or another student, right click on the chair and go to Reserve Partial Session for ....

Change the time to match the appointment for the second patient appointment in that particular chair.
The reserved chair now shows 2 black lines. If you run your arrow over the chair it will show what student is booked and at what time. Next go to the book mode and schedule the patient as you normally would using the partial time set for each appointment. Make sure you put the correct treatment plan to the correct student.